

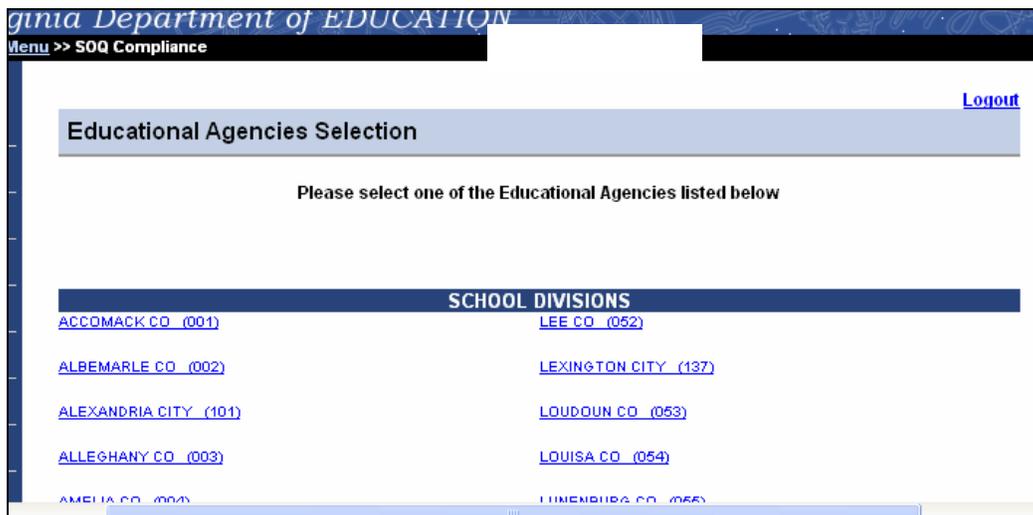
GENERAL INSTRUCTIONS – SOQ COMPLIANCE SUBMISSION USING THE VIRGINIA DEPARTMENT OF EDUCATION SINGLE SIGN-ON FOR WEB APPLICATION SYSTEMS

Part I – SSWS General Information

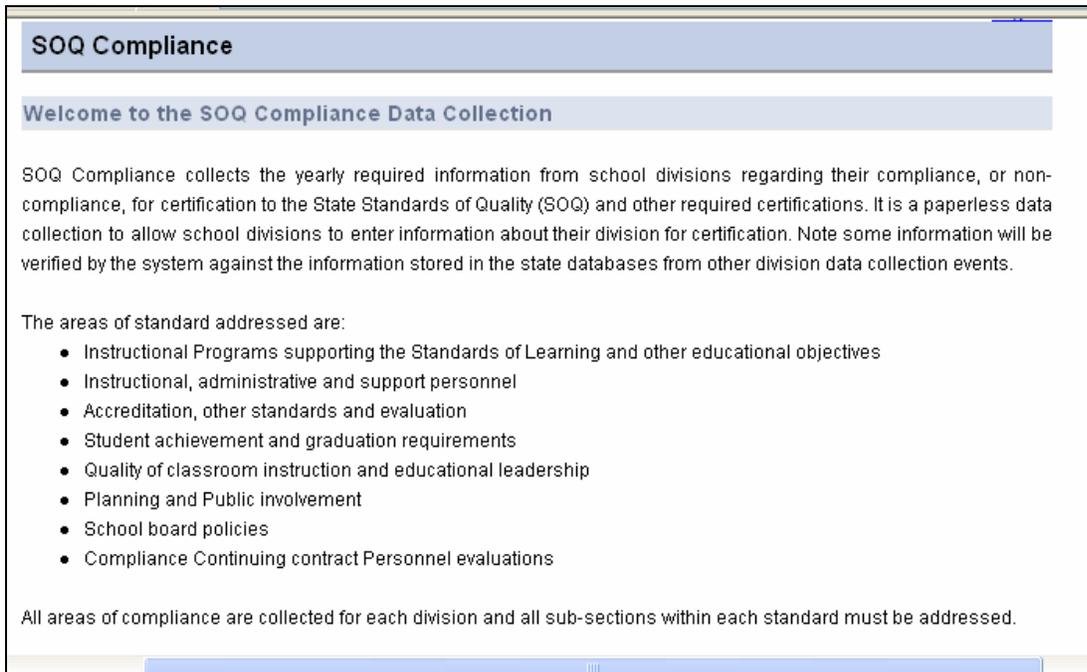
Please go to the following Web link for general information regarding the SSWS system:
https://p1pe.doe.virginia.gov/ssws/sswswebapp/jsp/common/SSWS_User_Guide.pdf

Part II – Accessing the SOQ Compliance Submission

Once you have logged into the SSWS, you will view a menu with different application options. Please choose the option marked 'SOQ Compliance.' You will then be directed to the following screen where your school division name and number will be displayed. From this screen, please use the mouse to click on the name of your school division, and you will then be directed to a screen stating "Welcome to the SOQ Data Collection."



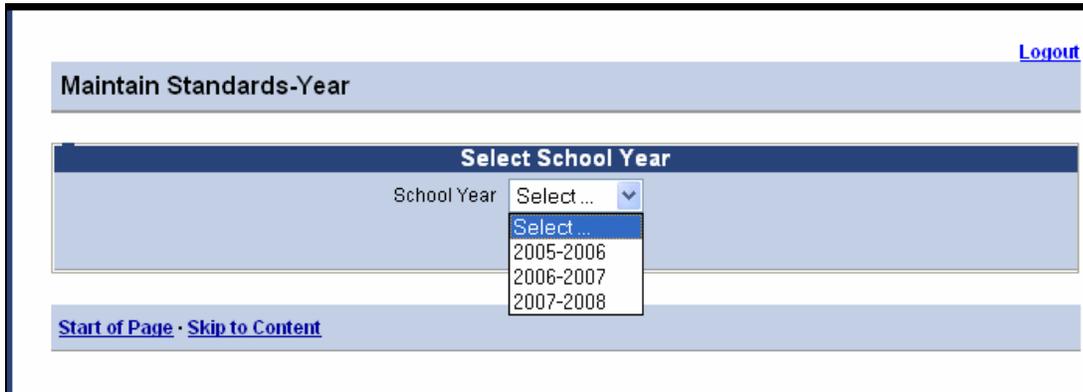
Once you have clicked on your division, you will view the following screen:



Once you can view the screen seen above, you should click on the option 'Maintain Standards' on the right-hand side of your screen.



You will then view the following screen:



You should choose 2007-2008 as your option. (Should you select a prior year, you will see in read-only form your division’s submission from last year.) Once you have selected 2007-2008, you will view the following screen:

Compliance Status	Standards	Description	Current Status	Print Blank
Yes	STANDARD 1:	INSTRUCTIONAL PROGRAMS SUPPORTING THE STANDARDS OF LEARNING AND OTHER EDUCATIONAL OBJECTIVES.	Complete	Print
Yes	STANDARD 2:	INSTRUCTIONAL, ADMINISTRATIVE AND SUPPORT PERSONNEL	Complete	Print
No	STANDARD 3:	ACCREDITATION, OTHER STANDARDS AND EVALUATION	Complete	Print
Yes	STANDARD 4:	STUDENT ACHIEVEMENT AND GRADUATION REQUIREMENTS	Complete	Print
Yes	STANDARD 5:	QUALITY OF CLASSROOM INSTRUCTION AND EDUCATIONAL LEADERSHIP	Complete	Print
Yes	STANDARD 6:	PLANNING AND PUBLIC INVOLVEMENT	Complete	Print
Yes	STANDARD 7:	SCHOOL BOARD POLICIES	Complete	Print
Yes	STANDARD 8:	COMPLIANCE	Complete	Print
Yes	NON STANDARDS:	CONTINUING CONTRACT PERSONNEL EVALUATIONS AND COMPULSORY SCHOOL ATTENDANCE LAWS AND TRUANCY	Complete	Print

This screen gives you the option to select any of the eight (8) standards and one nonstandard or print the entire submission with no data entered, which you may wish to do if additional personnel are assisting with the submission. Please read carefully the notes at the top of the screen, which provide general information on the certification of compliance and submission of the signed verification form to the department. Also, please note that, until data for all eight (8) standards and one nonstandard have been successfully entered, you will continue to see a note in red at the bottom of the screen stating: **“You have not completed the data entry for all SOQ**

Compliance standards.” You will continue to see the “Finish” button at the bottom of the screen, until your data submission is complete.

As an example, if you choose Standard 1 from the options noted in the screen above, you will then view another screen that will go through each requirement of the standard in detail:

Certification of Compliance with the Standards of Quality and Other Required Certification(s) for the 2007-2008 School Year

STANDARD 1 : INSTRUCTIONAL PROGRAMS SUPPORTING THE STANDARDS OF LEARNING AND OTHER EDUCATIONAL OBJECTIVES.

NOTICE REGARDING DATA VERIFICATION: The department reviews the data submitted in this collection against other records such as the student record collection and the instructional personnel database. For example, the information in the student records collection is used to determine staffing ratios in Standard Two of the Standards of Quality. Additionally, the information in the instructional personnel database is used to verify data on licensed and endorsed instructional personnel, also in Standard Two. Therefore, please ensure that the data reported in this submission matches the data reported in other department collections. If any discrepancies are identified, your division may be required to submit additional information or you may need to resubmit this report.

B.1. The school division has implemented Standards of Learning objectives or the equivalent or standards that exceed the Board of Education's requirements. Yes No

Explanation/Corrective Action : (Please enter if No selected)

B.2. The school division expects students to achieve the educational objectives established by the school division at appropriate age or grade levels. Yes No

Explanation/Corrective Action : (Please enter if No selected)

You will continue to fill out data in a similar form for all eight (8) standards and one nonstandard. You may use either the mouse or the tab key on your keyboard to move between fields within the submission. When you have finished entering data for a particular standard, you will see options at the bottom of the screen once the entire standard has been reviewed.

O. Incorporation of art, music, and physical education as a part of the instructional program at the elementary school level. Yes No

Corrective Action : (Please enter if No selected)

P. A program of student services for grades kindergarten through 12 that shall be designed to aid students in their educational, social, and career development. Yes No

Corrective Action : (Please enter if No selected)

[Back](#) | [Save](#)

You must click on “Save” before you leave each standard in order for your work not to be lost. You do not have to answer each question in order to save your work. You can save at any time and come back to a particular standard to complete it.

Once you have finished entering your data and have hit the “Save” button, you can go back to other standards by clicking the “Maintain Standards List” at the top of your screen.

You must answer all questions for all standards in order to access the certification form that is to be signed by the division superintendent and chairman of the school board. To check the status of each standard, you may view the data on the right-hand of the screen.

EVALUATION				
Yes	STANDARD 4:	STUDENT ACHIEVEMENT AND GRADUATION REQUIREMENTS	Complete	Print
Yes	STANDARD 5:	QUALITY OF CLASSROOM INSTRUCTION AND EDUCATIONAL LEADERSHIP	Complete	Print
Yes	STANDARD 6:	PLANNING AND PUBLIC INVOLVEMENT	Complete	Print
Yes	STANDARD 7:	SCHOOL BOARD POLICIES	Complete	Print
Yes	STANDARD 8:	COMPLIANCE	Complete	Print
Yes	NON STANDARDS:	CONTINUING CONTRACT PERSONNEL EVALUATIONS AND COMPULSORY SCHOOL ATTENDANCE LAWS AND TRUANCY	Complete	Print

For the 2007-2008 school year, we certify that division (001-ACCOMACK CO) is not in full compliance with all of the standards related to: 1) the requirements of § 22.1-253.13:1 et seq. of the Code of Virginia (Standards of Quality for Public Schools in Virginia) and/or 2) the requirements of § 22.1 - 295, paragraph C, Code of Virginia (Employment of Teachers); and/or 3) the requirements of §§ 22.1 - 254.1 to 269.1, Code of Virginia (Compulsory School Attendance and Truancy).

When the current status column reads “Complete” for each entry, you may then click the “Finish” button. If any of the entries shows a “Pending” status, you must go back and check the submission because you will be unable to access any certification forms.

Once you have completed all data entry and the status for each standard reads “Complete,” you will be presented with a statement at the bottom of the screen (containing a summary of all eight (8) standards and one nonstandard) indicating whether or not your division is in compliance. If your division is **in compliance**, then the statement would read as follows:

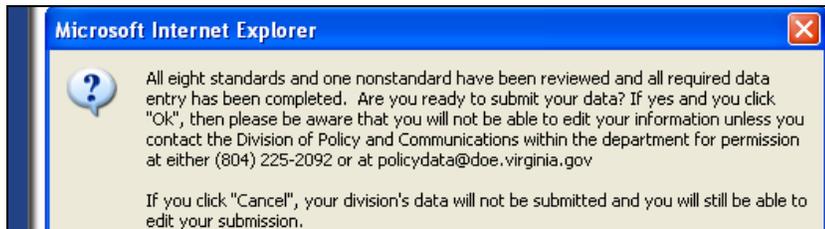
“For the 2007-2008 school year, we certify that division XXX is in full compliance with all of the standards related to: 1) the requirements of § 22.1-253.13:1 et seq. of the Code of Virginia (Standards of Quality for Public Schools in Virginia); and/or 2) the requirements of § 22.1 - 295, paragraph C, Code of Virginia (Employment of Teachers); and/or 3) the requirements of §§ 22.1 - 254.1 to 269.1, Code of Virginia (Compulsory School Attendance and Truancy).”

If your division is not in compliance (as noted in the screen shot above), then the statement would read as follows:

“For the 2007-2008 school year, we certify that division XXX is not in full compliance with all of the standards related to: 1) the requirements of § 22.1-253.13:1 et seq. of the Code of Virginia (Standards of Quality for Public Schools in

Virginia); and/or 2) the requirements of § 22.1 - 295, paragraph C, Code of Virginia (Employment of Teachers); and/or 3) the requirements of §§ 22.1 - 254.1 to 269.1, Code of Virginia (Compulsory School Attendance and Truancy). ”

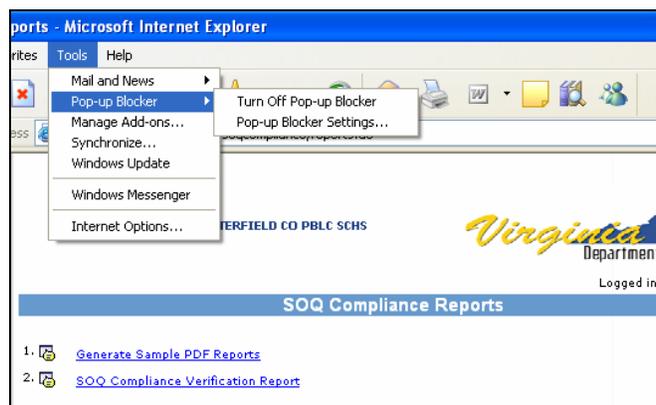
In order to access the certification form, you must check the box to the left of the compliance statement. Once you have checked the box, please click the “Finish” button. You will then view the following statement.



If you are not certain about any or all of your responses, you may go back and edit any of them. However, if you click “OK,” you will be unable to make any further edits without contacting the department.

If you have clicked on “OK”, you will then be able to generate the Superintendent’s Verification Report. To access this report, please click on the “Reports” option on the right hand side of the screen.

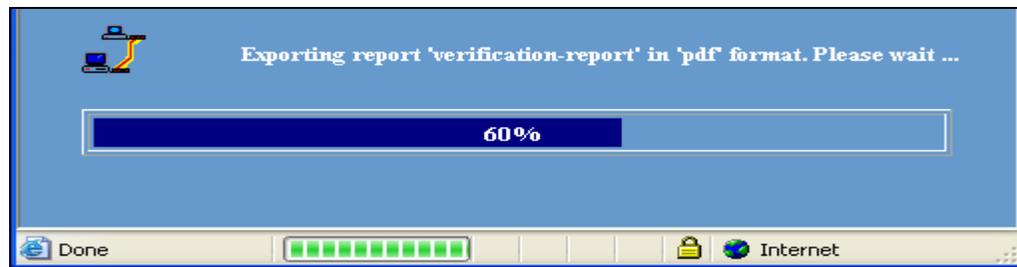
Please Note: To generate the verification report, your browser popup must be turned off in order to Export/View the report. If you have google toolbar installed, select "Ctrl" key when Exporting/Viewing the report. You may also turn off the popup blocker in the manner illustrated below:



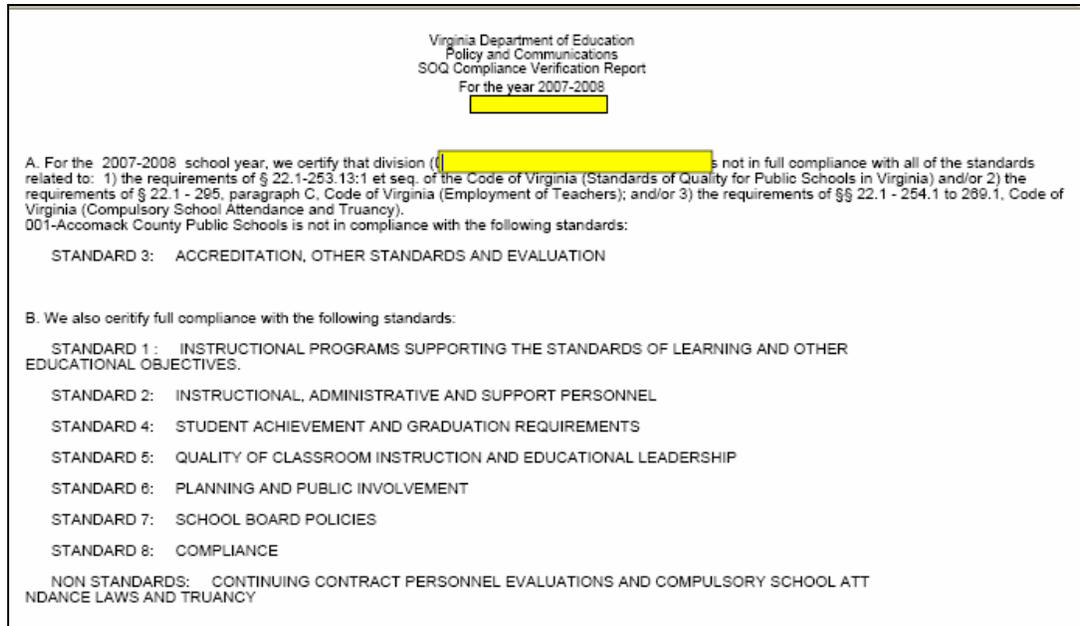
To generate the verification report, choose the option marked “Verification Report.” Once you have chosen this option, you will view the following screen:



You may then click on the “pdf” option to view the entire report. A screen will be displayed as follows while your report is generating for several minutes.

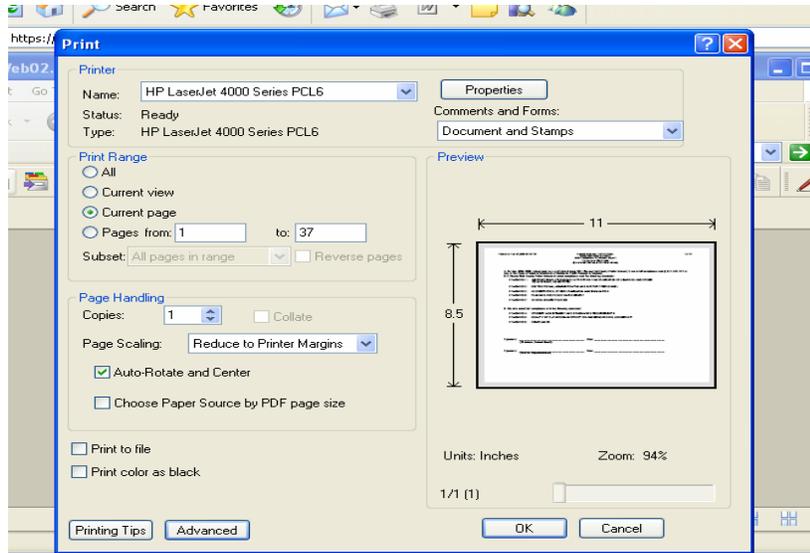


Once the pdf file of your report is generated, it will be displayed in pdf format and look similar to the screen shot below:



The first page of the report must be signed by the division superintendent and chairman of the school board and submitted to the Department of Education. **Please do not send the entire report to the department, only the certification page.**

The entire pdf report is rather lengthy (approximately 49 pages). If you would prefer to print only the certification page, use the “Current Page” option from the Print Range section of the print menu:



Instructions for transmitting **only the signed certification sheet** are outlined in the Superintendent's Memo. During the data verification process, staff in the Office of Policy at the Department of Education will notify the superintendent of any additional information or corrections that may be necessary.